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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, D/S

DATE: 31 January 1958

FROM : Chief, S/COM

SUBJECT: Branch Report for the Calendar Month of January 1958

1. Accomplishments:

a. The following projects were completed:

- 25X1A9a (1) 00.2048, "Revision of OCI Handbook - Poland",  
[REDACTED] - 2 hours.
- 25X1A9a (2) 30.2044, "Guided Missile Intelligence Collection Support",  
Messrs. [REDACTED] - 46.75 hours.
- 25X1A9a (3) 30.2049, "Requirements - USSR ICBM Launching Sites",  
Mr. [REDACTED] - 3 hours.

b. Other Accomplishments:

- (1) Two CSS items were submitted. /
- (2) One CSM was submitted. /
- 25X1A9a (3) Mr. [REDACTED] continued with "M" Building  
Russian Language Course and commenced tape instruction  
in "Q" Building.
- 25X1A9a (4) Mr. [REDACTED] continued German language tape instruction  
in "Q" Building.
- 25X1A9a (5) Mr. [REDACTED] continued outside course work toward a  
PhD in Economics.
- 25X1A9a (6) Mr. [REDACTED] continued outside course work toward a  
PhD in Economics.
- (7) The undersigned completed successfully Unit IV of the  
ICAF Course in "Emergency Management of the National  
Economy".

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(8) Annual January house cleaning completed. It comprised:

- a. Complete revision of subject area file numbering systems, and rearranging the files accordingly.
- b. Search for misplaced materials in all files, bookcases, and drawers.
- c. Reduction in retained materials. File draw content reduced by 18.2 linear feet; bookcases by 4.3 linear feet.

2. Plans:

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25X1A9a a. We plan to send Miss [REDACTED] to the OTR Clerical Refresher and Reading Improvement Courses in February. Upon completion of Miss [REDACTED] instruction, Miss [REDACTED] will be sent to the same courses. 25X1A9a

25X1A9a b. Messrs. [REDACTED] have applied for Dr. [REDACTED] next course, "Problems in Report Writing".

25X1A9a c. Mr. [REDACTED] have applied for the OTR course in Economic Readings in Russian language, which is a continuation of their elementary course.

25X1A9a d. Messrs. [REDACTED] will apply for the next "M" Building course in Elementary Russian.

25X1A9a e. Mr. [REDACTED] plans to do outside course work in the upcoming semester toward his Master's and Doctor's degree in Economics.

25X1A9a f. Mr. [REDACTED] commences outside course work toward a PhD on 6 February 1958.

25X1A9a g. A proposal has been submitted for a European trip for Messrs. [REDACTED] in late February or early March.

25X1A9a 3. Administrative Problems and Patterns:

a. Mr. [REDACTED] joined the Branch on 13 January 1958.

4. Particular Problems: None.

5. Recommendations: None.

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